



## ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

Office of Human Resources

4000 Ambassador Drive

Anchorage, Alaska 99508

Telephone: 907-729-1301

Facsimile: 907-729-3638

### CLINICAL NURSE MANAGER

|  |                                 |
|--|---------------------------------|
| Department: Inpatient Orthopedic Unit 4 West | ICPA Level: 1                   |
| Division: ANMC                               | FLSA : Exempt                   |
|  | Approved Date: November 3, 2005 |

**JOB DEFINITION:** Under limited supervision, organizes and supervises the work of ANMC Nursing Units and programs; coordinates staff to assure that effective nursing services are provided, and quality standards are met.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Monitors operations and procedures, and facilitates processes that result in the continuous improvement of the Unit's productivity and effectiveness. Facilitates and guides development of nursing assessment and treatment plans. Reviews, assesses and critiques progress notes, unusual occurrences and performance outcome measures. Manages team meetings to review patient caseload, treatment, concerns, and recommendations; assures that appropriate services are provided to meet quality of care standards. Analyzes trends, and evaluates program requirements and resource utilization; assures medically appropriate and cost-effective patient care services. Coordinates protocols to integrate services with other programs. Establishes standards and procedures for the Nursing Unit's patient care activities, and assures compliance with all regulatory and accreditation requirements. Coordinates information and assures effective communications between ANMC departments.

Manages and schedules assigned staff. Develops goals and priorities, and assigns tasks. Develops staff skills and training plans. Counsels, trains and coaches staff. Implements corrective actions and conducts performance evaluations. Provides leadership, direction and guidance on professional responsibilities and technical skills. Meets regularly with staff to resolve workload and technical issues. Assures staff remains certified and licensed in their fields of expertise. Recommends staffing allocations and equipment requirements. Performs nursing duties as required to meet unit effectiveness standards and staffing parameters. Coordinates ancillary staff support for the Unit.

Compiles and maintains records, reports and statistical information for evaluation and planning. Reviews and maintains a variety of patient files, records, charts and other documents. Maintains appropriate Unit performance records and prepares summary reports as required.

Serves as a liaison between ANMC departments, various Regional organizations and state and Federal agencies; serves on committees, task forces and other groups.

Performs other duties as assigned or required.

(continued on reverse side)

# CLINICAL NURSE MANAGER

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## KNOWLEDGE and SKILLS:

- Knowledge of healthcare environments and how medical services and functions interact.
- Knowledge of professional protocols and practices in healthcare case management.
- Knowledge of modern nursing principles, techniques, and procedures for the care of patients.
- Knowledge of medical terminology, anatomy, physiology and concepts of disease.
- Skill in effectively managing staff, and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in evaluating health problems, and making recommendations based on observations.
- Skill in providing effective nursing services, assessing difficult situations and taking effective courses of action.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A Bachelor's Degree in Nursing; AND five (5) years of specialized clinical care or lead nursing experience; OR an equivalent combination of education and experience

**ADDITIONAL REQUIREMENTS:** Must be licensed as a Registered Nurse by the State of Alaska, and remain active with all annual licensing requirements. Depending on the needs of the organization, some incumbents in this job class may be required to obtain additional certifications or training in one or more specialty areas.

**MINIMUM PHYSICAL REQUIREMENTS:** The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work involves the potential for exposure to infectious diseases. Some non-standard work hours are required. ANMC is not a latex free environment. Therefore, some latex exposure can be expected.

## AGE SPECIFIC:

Provides care to the following age groups:

|   |   |   |
|---|---|---|
| <input type="checkbox"/> new born (0-28 days)     | <input type="checkbox"/> infant (29 days –1 yr) | <input type="checkbox"/> child (1-12 years) |
| <input type="checkbox"/> adolescent (12-18 years) | <input type="checkbox"/> adult (18-64 years)    | <input type="checkbox"/> geriatric          |
| <input type="checkbox"/> maternal/ neonatal       | <input type="checkbox"/> none                   |   |

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

\_\_\_\_\_  
Employee Acknowledgment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date